



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MICROGRAPHICS QLTY ASSURANCE SPECIALIST

Job Number: 20001631

Job Code: 90460V000101

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 08/01/1984

Job Revised: 05/16/2008

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs technical analytical work involving the review and evaluation of microfilm; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree, OR high school graduate supplemented by four years of micrographic experience, one year of which must have been operating complex micrographic equipment (this would include such equipment as film processors, film duplicators, or engineering cameras).

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and evaluates microfilm from laboratories, both public and private, in order to assure compliance with the statewide micrographics certification standards program. Performs technical inspection by determining density, resolution and general physical condition of the microfilm. Performs informational quality inspection by examining the images to ensure that proper size/format, targets, arrangement/completeness and finding aids were used. Uses a light table, eye lupe, microscope and densitometer to conduct these inspections to ensure that the film is of archival quality. Splices retakes and records additions to original rolls using an ultrasonic or heat weld splicer. Disseminates information regarding the quality standards that are required when filming public records to laboratories who wish to become certified to film such documents. Corresponds with laboratories for the purpose of advising them when their microfilm does or does not meet established quality standards and provides them with technical advice on how to correct problems. Prepares activity reports, attends meetings and performs special projects. Maintains a project file, status chart, correspondence file and priority log on all micrographic projects.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily work in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.